

Creating an Out of Home Placement

1. Create > Case Work > Placement and select Out of Home Placement.
2. Click on the Case and the participant in the case that is being placed in the out of home placement.
3. Click on the Create button. This will open the Out of Home Placement Window.

The screenshot shows the 'Create Case Work' window in Microsoft Internet Explorer, provided by DHFS - State of Wisconsin. The interface is titled 'eWISACWIS' and includes a navigation menu on the left, a 'Cases' list on the right, and a 'Case Participants' list on the right. The 'Create Case Items' section on the left contains a list of categories with corresponding icons and dropdown menus. The 'Cases' list on the right contains a list of case names, with 'Young, Jenny' selected. The 'Case Participants' list on the right contains a list of participant names, with 'Nikki Hudson, Biological Child' selected. At the bottom right, there are 'Create' and 'Close' buttons. The status bar at the bottom indicates 'Done' and 'Trusted sites'.

Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Create Case Items

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- Family Assessment
- Legal
- Medical/Mental Health
- Narrative
- Ongoing Services
- Payment
- Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

Cases

- Unknown, Squash
- Unknown, Squash
- unknown, unknown
- Unknown, Zucchini
- Walker, Wendy
- Whitaker, Bart
- WHITAKER, BART
- Young, Jenny
- Young, John
- Zoo, Monkey

Case Participants

- Jenny Young A., Reference Person
- Fred Young, Present Spouse
- John Young, Biological Child
- Maryanne Young, Biological Child
- Nikki Hudson, Biological Child

Create Close

Done Trusted sites

4. On the Out of Home Placement Window/Service Tab, enter the applicable data values. Enter the placement start date. If this is the child's initial out of home placement, eWiSACWIS will automatically enter this same date into the "Date Removed from his/her Home" field. The user may edit this date if needed. A pop-up page will appear asking for the removal reasons. Select the appropriate reasons. (Note: these are AFCARS fields and are required).
5. The Placement End date is a view only field. The Estimated End Date is a user entered field. This field will not end the placement. It is for information only.
6. The county field will pre-fill with the county from whom the worker is making the placement. Select the appropriate Service Category, Service Type and Placement Status.
7. The VPA date is a user entered field.
8. The Removal Reasons hyperlink is described in #4. A pop-up page will appear in which the user will select the removal reasons from home.
9. Answer the question 'Is the child under a court dispositional order and placed outside of the home under this order in the last six months?'
10. The Child Specific Rate is user entered field only for specific service types – all others will be grayed out. The current Basic Rate is view only. Supplemental Points, Exceptional Amounts, and Supplemental Amounts are pre-filled from the Foster Care Rate Setting page. The Administrative Fee is a user entered field. The Current Total Monthly Payment will calculate all of the above fields to show the monthly payment. The supplemental Points hyperlink will show the points for each category (view only).

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child
 Child: Hudson, Nikki Case Name: Young, Jenny Request Number:

Service **Provider**

Placement Begin

Placement Begin Date: 03/01/2006 **Placement End Date:** 00/00/0000

Date Removed from his/her home: 03/01/2006 **Estimated End Date:** 00/00/0000

VPA Date: 00/00/0000 **County:** Milwaukee

☐ This is a CPS Non-Conforming Placement **Service Category:** Foster Home - General License

☐ This is an Adoptive Placement **Service Type:** F.H. - Gen. License S-11

[Removal Reasons](#) **Placement Status:** Fstr Fam Hm (Non-Rel)

Is the child under a court dispositional order and placed outside the home under this order in the last six months?

☒ Yes ☐ No ☐ N/A

☐ Create IV-E Eligibility Record for Child

☐ This is an Emergency Situation

☐ After Hours Placement

Child Specific Rate: \$0.00

Current Basic Rate: \$346.00

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Supplemental Points: 0 [Supplemental Points](#)

Supplemental Points Amount: \$0.00

Current Total Monthly Payment: \$0.00

Options:

Done Trusted sites

11. The next field is the Child Removal from Home Information. Select the appropriate values. If the worker chooses a value indicative of two caretakers (married couple; unmarried couple), both the Primary and Secondary Caretaker will need to have values in them or this will generate an AFCARS error. The Secondary Caretaker field does not have red text, but is an AFCARS field based on the response to the Caretaker Structure.
12. Complete the answers to the questions in the KIDS Referral box. A referral will be sent nightly to Child Support AFTER the placement has already been approved and saved. Question #3 of the KIDS referral section will be enabled if several specific criteria are all true; allowing workers to trigger a referral after the placement has been opened and approved.
 - Placement is still open.
 - Placement is for a paid service type.
 - KIDS question #3 is No.
 - A referral was not already sent.
 - A referral is not open in another case.

The screenshot shows the eWiSACWIS web application interface. The browser title bar reads "Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "AFCARS", and "Help".

The main content area is divided into several sections:

- Child Information:** Displays "Child: Hudson, Nikki", "Case Name: Young, Jenny", and "Request Number:".
- Service and Provider:** A table with two columns. The "Service" column contains fields for "months?", "Yes/No/N/A" radio buttons, "Create IV-E Eligibility Record for Child" checkbox, "This is an Emergency Situation" checkbox, and "After Hours Placement" checkbox. The "Provider" column contains fields for "Administrative Fee: \$0.00", "Exceptional Amount: \$0.00", "Supplemental Points: 0", "Supplemental Points Amount: \$0.00", and "Current Total Monthly Payment: \$0.00". A link for "Supplemental Points" is also present.
- Child Removal From Home Information:** Contains dropdown menus for "Manner:" (set to "Court Ordered"), "Primary Caretaker:" (set to "Jenny A. Young"), "Caretaker Structure:" (set to "Single Female"), and "Secondary Caretaker:".
- KIDS Referral:** A section with a dropdown arrow and a "KIDS Referral" sub-header. It contains three questions, each with "Yes" and "No" radio buttons:
 - "Is this referral in the best interest of the child?"
 - "Is this placement expected to be long term?"
 - "Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?"

At the bottom, there is an "Options:" dropdown, a "Go" button, and "Save" and "Close" buttons. The browser status bar at the very bottom shows "Done" and "Trusted sites".

13. Click on the Provider Tab and click on the Search hyperlink. See the related Quick reference Guide on Search. If you know the provider's ID number, enter this number in the Provider ID field. This will make the search quicker. If the provider does not come up when you Search, uncheck the By Availability Checkmark field and click Search again. (Most often, if the provider is not found, the incorrect Service Category has been selected on the Service Tab.)

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child

Child: Hudson, Nikki Case Name: Young, Jenny Request Number:

Service Provider

Provider Information

Name: Search ID: Contact:

Actual Name of Default/Historical Provider (if applicable):

C/O:

Street: Apt:

City: State: Zip: Country:

Phone: Ext: Fax: Alt Phone: Alt Ext:

Email:

Payment Information

Parent Agency:

Target Pop: CHIPS - Other

☐ Override Parent Agency rule

School District Information

School District Code:

Kinship Care

Relationship of Child to Kinship Provider:

Options: Go Save Close

Done Trusted sites

14. When the provider has been selected, the Provider tab will pre-fill with the provider's name and address information. The Payment Information group box will pre-fill with the case type to reflect the Target Population. The School District Information group box is user entered. Select the school district from which the child will be attending while residing with this provider. The Kinship Care group box reflects the relationship of the provider to the child.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check ABC Help ?

Child

Child: Hudson, Nikki Case Name: Young, Jenny Request Number:

Service **Provider**

Provider Information

Name: Becky Honda ID: 9221053 Contact:

Actual Name of Default/ Historical Provider (if applicable):

C/O: The Safe house

Street: 5458 Altovis Drive Apt:

City: Allouez State: WI Zip: 54301 Country: United States

Phone: (608)825-5732 Ext: Fax: Alt Phone: (608)999-5656 Alt Ext:

Email:

Payment Information

Parent Agency: Harley Homes

Target Pop: CHIPS - Other

☐ Override Parent Agency rule

School District Information

School District Code: Milwaukee - 3619

Kinship Care

Relationship of Child to Kinship Provider:

Split Payment

Options: Go Save Close

Done Trusted sites

15. If the provider payment is to be split between two separate providers, the worker can set up a second provider and specify the method to split the payment between the two providers in the Split Payment group box, which is contained under the Split Payment expando. The user must check the checkbox labeled “Check if this is a split payment.” Once this checkbox is selected, the Method radio buttons and the Search hyperlink are enabled. The user chooses either the Fixed or Percent method of calculating the split payment. Choosing the Fixed method activates the Fixed Amount field where a specific dollar amount of the total provider payment can be designated as a payment to the second provider. Choosing the Percent method activates the Percentage Amount field where the user can specify a percentage of the total provider payment to be paid to the second provider. Only one method may be selected but the user can switch between either methods at any time.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Child

Child: Hudson, Nikki Case Name: Young, Jenny Request Number:

Service **Provider**

Email:

Payment Information

Parent Agency: Harley Homes

Target Pop: CHIPS - Other

☐ Override Parent Agency rule

School District Information

School District Code: Milwaukee - 3619

Kinship Care

Relationship of Child to Kinship Provider:

Split Payment

Split Payment

☐ Check if this is a split payment

Split Provider Name: ID:

Percentage Amount: 0.0000 Fixed Amount: \$0.00

Method

☒ Fixed ☐ Percent

Options: Save Close

Done Trusted sites

16. There are a wide variety of notices that are available for use under the Options box. See the next screen shot for some of the notices available.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child
Child: Hudson, Nikki Case Name: Young, Jenny Request Number:

Service **Provider**

Provider Information
Name: Becky Honda ID: 9221053 Contact:
Actual Name of Default/ Historical Provider (if applicable):
C/O: The Safe house
Street: 5458 Altovis Drive Apt:
City: Allouez State: WI Zip: 54301 Country: United States
Phone: (608)825-5732 Ext: Fax: Alt Phone: (608)999-5656 Alt Ext:
Email:

Payment Information
Parent Agency: Harley Homes
Target:

School District Information
School District Code: - 3619
are
of Child to Kinship Provider:

Notices
☐ 30 Days Notice to Foster Parents
☐ Denial of Kinship Care Payment and Appeal Rights
☐ ICWA Notification Letter
☐ Kinship Child Support Notice
☐ Notice of Change of Placement-CFS-2079
☐ Notification of a Child Leaving a Licensed Placement
☐ Notification of Emergency Removal From FH Child in Home 6 Months+
☐ Notification of Emergency Removal From FH Child in Home Under 6 Months
☐ Objection Notice-CFS-2129N

Options:

Save Close

Done Trusted sites

- Go back to the Services Tab. Click the Options drop down and select “Approve”. This will open the approval window. Click on Approval and then click on Continue. This will route the approval of the placement to your supervisor.

The Non-Conforming Reasons Options is a pop-up box for the worker to justify why Placement in this home is necessary even if there are more children in the home than what it is licensed for. For example, to place a sibling group.

To End a Placement, see the Quick Reference Guide of Ending an Out of Home Placement.

The Text option is a blank Microsoft Word document.

The screenshot displays the 'Placements and Services' web application in Microsoft Internet Explorer. The browser title bar indicates 'Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The application header shows 'eWISACWIS' and navigation links for Print, Spell Check, and Help.

The main form area is titled 'Child' and contains the following information:

- Child: Hudson, Nikki
- Case Name: Young, Jenny
- Request Number:

The 'Service' tab is selected, showing a table with the following data:

Service	Provider
months?	Administrative Fee: \$0.00
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Exceptional Amount: \$0.00
<input type="checkbox"/> Create IV-E Eligibility Record for Child	Supplemental Points: 0 Supplemental Points
<input type="checkbox"/> This is an Emergency Situation	Supplemental Points Amount: \$0.00
<input type="checkbox"/> After Hours Placement	Current Total Monthly Payment: \$0.00

The 'Child Removal From Home Information' section includes the following fields:

- Manner: Court Ordered (dropdown)
- Primary Caretaker: Jenny A. Young (dropdown)
- Caretaker Structure: Single Female (dropdown)
- Secondary Caretaker: (dropdown)

The 'KIDS Referral' section includes the following fields:

- Is the child? Yes No
- Is the term? Yes No
- Is the for child support OR is this otherwise an appropriate case to refer for child support? Yes No

The 'Options' dropdown menu is open, showing the following options:

- Approval
- Non-Conforming Reasons
- Placement Ending
- Text

The 'Options' field is currently set to 'Text'. The 'Continue' and 'Close' buttons are visible at the bottom right of the form.

